

**STREET CLOSING APPLICATION  
DURHAM CITY-COUNTY PLANNING DEPARTMENT**

(For Office Use)

Received by: \_\_\_\_\_  
City or County Clerk Staff Date

Case: SC \_\_\_\_\_ (Assigned by Planning Staff) Date Received: \_\_\_\_\_

Name of street proposed for closing: \_\_\_\_\_

PIN Map Number: \_\_\_\_\_

City Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

BOCC Action: \_\_\_\_\_ Date: \_\_\_\_\_

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**I. Basic Information**

**Petitioner: (Name, Address, Phone, Fax, E-mail)**

**Owner(s) of property contiguous and adjacent to that portion of the (street/alley/road) requested to be closed: (List every owner whose land abuts the right-of-way to be closed, each address, phone and fax numbers, and email address; include each signature.)**

**1)**

\_\_\_\_\_  
Signature

**2)**

\_\_\_\_\_  
Signature

**3)**

\_\_\_\_\_  
Signature

**(Include additional owners, if necessary)**

Location of the street/alley/road to be closed: ☐ City ☐ County

Length to be closed: \_\_\_\_\_ linear feet

Area to be closed: \_\_\_\_\_ square feet

Plat or deed book reference where dedicated as a public street:

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Existing condition of the requested street/alley/road to be closed.

- ☐ Paved ☐ Graveled Surface  
☐ Dirt ☐ Unopened (unconstructed paper street)

Check which of the following, to the best of the petitioner's knowledge, is applicable.

That portion of \_\_\_\_\_ proposed for closing:  
Street Name

- ☐ has been accepted by neither the North Carolina Department of Transportation nor the City of Durham for maintenance.
- ☐ has been accepted by the North Carolina Department of Transportation and the City of Durham for maintenance.
- ☐ has been accepted by the City of Durham for maintenance, but not by the North Carolina Department of Transportation for maintenance.

## II. Reasons for Closing and Special Information

Check which is applicable:

- ☐ The street/alley/road proposed for closing is currently open.  
(Complete A and C below)
- ☐ Development activity is planned within the right-of-way proposed for closing. (Complete A and B below)

If either of the above is checked, a meeting with Planning Department staff is required at time of application.

**A. ALL APPLICANTS:**

- Give detailed reasons for the requested street/alley/road closing and any specific plans for use of the site.

**B. IF DEVELOPMENT ACTIVITY IS PROPOSED WITHIN THE RIGHT-OF-WAY TO BE CLOSED:**

1. Give all available details on proposed development activity.
2. Describe development on adjacent properties, or submit photos or maps.
3. Describe how your proposed development would be compatible with adjacent properties and well buffered if buffering is appropriate.
4. List below any City/County approvals required for this development (e.g. subdivision plat, site plan, rezoning, Board of Adjustment, etc.). These plans must be reviewed and approved before the processing of this street closing application.

**C. IF RIGHT-OF-WAY IS CURRENTLY OPENED AND MAINTAINED:**

1. Describe in detail why this closing is proposed, including any relevant background and general benefits to the public that would result.

2. Describe in detail what specific uses of the right-of-way would be made, including any construction activity, public or private use, required public approvals, etc. Staff will not process street closing applications until all development review approvals are received.

### **III. MATERIALS REQUIRED FOR FILING A STREET/ALLEY/ROAD CLOSING APPLICATION**

- The required filing fee per street/alley/road. All checks should be made payable to “City of Durham”, (for both City or County cases.) (An additional fee for recordation of the street/alley/road closing will be required once the governing body has approved the request.)
- Written legal metes and bounds description of the proposed street/alley/road to be closed.
- An electronic version of the metes and bounds description either by disc or emailed to both [betty.johnson@durhamnc.gov](mailto:betty.johnson@durhamnc.gov) AND [brenda.crews@durhamnc.gov](mailto:brenda.crews@durhamnc.gov).
- Four (4) prints of the proposed street/alley/road closing map prepared by a licensed surveyor.
- Durham County Tax Map(s) (original print, not photocopy) with the street/alley/road proposed for closing outlined in red, and all property within a 300-foot radius circled. The radius should be measured from each property line of the proposed street/alley/road right-of-way to be closed.
- List of the names, addresses and tax map references (i.e., PIN#) of all property owners contiguous and adjacent to that portion of the street/alley/road to be closed.
- List of the names, addresses and PIN# references of all property owners within a 300-foot radius of the requested closing. (Property ownership information can be obtained from the Tax Supervisor’s Office on the 1<sup>st</sup> floor of the Renovated Court House, 200 East Main Street.)
- Please submit the completed application with the appropriate fees to the City Clerk’s Office, 2<sup>nd</sup> Floor, 101 City Hall Plaza, (919) 560-4166.

**Failure to send notice to persons within 300 feet of the street closing shall not invalidate the closing.**

**The City-County Planning Department may require additional information as determined to be necessary for a particular street/alley/road closing request and may waive submission of any of the above information where such information is irrelevant or unnecessary.**